

MONROE COUNTY

JOB DESCRIPTION

Position Title: CHIEF ASST COUNTY ATTORNEY		Date: 05/22/00
Position Level: 14	FLSA Status: Exempt	Class Code: 14-3

GENERAL DESCRIPTION

Primary functions are advising department heads and the County Administrator on legal issues; drafting ordinances, memos, etc., for the County Attorney, and overseeing County Attorney's office operations when County Attorney is absent or attending BOCC meetings, hearings, etc.

KEY RESPONSIBILITIES

1. *Assistant to the County Attorney.
2. *Serves as Acting County Attorney in his/her absence.
3. *Responsible for the preparation of ordinances, resolutions, opinions, and correspondence.
4. Attends meetings at which County staff is in need of representation by the County Attorney's office.
5. *Drafts and/or approves County contracts.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Law Degree or equivalent doctoral degree required.
<i>Experience:</i>	Over 10 years.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Must possess membership from the Florida Bar.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

